DISCIPLINARY POLICY
STUDENT CODE OF CONDUCT

Students will be expected to:
- Behave with respect and courtesy to all staff, students and visitors;
- Respect differences between students, including but not limited to, culture, religious belief, sexual orientation;
- Follow the reasonable instruction of any member of the teaching or support staff;
- Follow policies and guidelines for the use of equipment, e-Learning Centres and Library;
- Smoke only in the designated smoking area;
- Eat and drink only in designated areas and not in classrooms, corridors or other learning centres;
- Use mobile 'phones only in appropriate areas: the Refectory, Nixx and outside the building at other times. They may be used in classrooms for approved educational reasons only with the express permission of the lecturer.
- Take care of their own property and that of others;
- Use appropriate language e.g. by not swearing or using abusive language;
- Treat the College facilities and environment with respect e.g. by not dropping litter, spitting, using chewing gum or damaging college property;
- Attend College in a suitable state for lessons e.g. by not being under the influence of drugs or alcohol, and be suitably dressed;
- Abide by the law at all times and not commit any criminal act;
- Behave in a way that does not disrupt learning or bring others into danger;
- Respect the security of the College.

NOTE: The behaviours described above are examples only; there may be circumstances when students will be disciplined for inappropriate behaviour that has not been made specific in this document.

This code of conduct applies to students whilst on the College premises, as well as whilst on visits organised by the College.

Students will be expected to take responsibility for their own learning by:

- Attending all classes fully and punctually;
- Working to the best of their ability;
- Meeting deadlines and required standards;
- Asking for help, advice or learning support if needed;
- Following assessment and examination regulations and procedures;
- Submitting only their own work for assessment and not copying work from other students, the Internet or other sources;
- Arriving properly equipped for the lesson.

Quality Assurance – version control			
Review period	2 yearly	**Review carried out by**	Assistant Principal – Services for Students
Approved by	SLT	**Date approved**	7.2.14
Equality Impact Assessment date	3.2.14	**Last review date**	February 14